



CHECKLIST FOR PLANNING COMMISSION REVIEW REQUESTS

() 1. This form is to be used for (check the appropriate box):

() Conditional Use

() Zoning Change

() Change in a Non-Conforming Use

() Variance

() 2. Hearing Date:

Proposed Date of Public Hearing _____

Proposed time of Public Hearing: 6:30 P.M.

() 3. Exhibits completed and attached:

() Exhibit “A” (Information of adjacent property owners and a sample of the Petition letter)

() Exhibit “B” (“Notice of Publication”-this may be picked up from the DCI after publication)

() Exhibit “C” (Certificates of notice to property owners & sign posting)

() Exhibit “D” (Vicinity map w/uses & zone districts of adjacent properties)

() Exhibit “E” (Site plan with all existing and proposed structures, parking, setbacks, property boundaries, etc)

() Exhibit “F” (detailed narrative of how the application meets the criteria for approval)

() 4. Complete application including copy of **RECORDED** warranty deed with the legal description, exhibits, certificates and copies of the public notice and notice letter must be returned to the Planning Dept as follows:

Recommended Submittal Date (on or before) _____

Submittal Deadline _____

() 5. Fee due when application is submitted: \$_____ (all application fees are non-refundable).

() 6. Attach a copy of the **RECORDED** deed of the property under consideration along with the legal description.

() 7. The applicant must have a legal notice of the public hearing published in the local newspaper, the Delta County Independent (DCI) at least seven (7) days prior to the date of the hearing. The local newspaper is published once each week on Wednesdays. **The applicant must obtain “Proof of Publication” from the DCI and submit it to the Planning Department prior to the meeting.**

Publication Date:_____

Notice to Newspaper Deadline_____



- () 8. The applicant must deliver a copy of the legal notice either by U.S. Mail or by hand to all property owners as listed on the application at least seven days (7) prior to the scheduled hearing. A copy of the petition (Exhibit “A”) must be included with all mailed notices. A cover letter with a brief explanation of the request should be provided along with the date and time of the hearing. Property owners should be advised to return signed petitions before the date of the hearing, indicating approval or objection to the Planning Department, City of Delta, 360 Main St., Delta, CO, 81416. Property owners to whom the notice is hand delivered must be given an opportunity to sign the petition indicating whether they approve or object to the request. **A copy of the cover letter should be included as part of the application.**

Notice Deadline Date: _____

- () 9. The applicant is required to post a sign (or signs) supplied by the City upon the property under consideration in such a way that the sign is easily visible from all abutting streets. The sign will briefly describe the requested action and give the date, time and location of the public hearing. The sign must be placed at least seven (7) days prior to the hearing and must be maintained continuously by the applicant until the Planning Commission takes final action. **Pick up the sign from the Planning Department on** _____ **unless other arrangements have been made.**

Sign Posting Deadline _____ **Sign Posted Date** _____

- () 10. The applicant is required to certify delivery of notices to property owners and the posting of the sign on the property. **The certification is attached to the application and must be signed and returned to the Planning Department.**

NOTE: The applicant or his/her representative should attend the public hearing (see #2 above) to explain the request, answer questions, and present evidence to establish that the applicable criteria are met. If the applicant is not the property owner, authorization to act on the owner’s behalf must be attached to the application.

- | | |
|-------------------------------|--|
| () completed application | () recorded deed with legal description |
| () exhibits | () certificates |
| () copy of the public notice | () copy of notice letter |

Please review the criteria for your request. The Delta City code provides that the Planning Commission may approve requests only if it determines that the appropriate criteria have substantially been met.



LAND USE APPLICATION

- ☐ Conditional Use (MC 17.04.250) ☐ Zoning Change (MC 17.04.270)
☐ Change in Non-Conforming Use (MC 17.04.250) ☐ Variance Request (MC 17.04.260)

Owner/Applicant Information

Name	
Street Address	
City ST ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	

Representative Information (if applicable)

Name	
Street Address	
City ST ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	

Land Use Information

Street Address of Request:	
Current Zone District:	
Change Requested:	

Please state in detail the purpose/reason(s) for the request and describe how it meets the applicable criteria (attach additional pages if needed).

I hereby permit City staff to perform site visits on the project site for purposes of gathering information.

Applicant's Signature: _____ **Date:** _____



PETITION

☐ Conditional Use (MC 17.04.250)

☐ Zoning Change (MC 17.04.270)

☐ Change in Non-Conforming Use (MC 17.04.250)

☐ Variance Request (MC 17.04.260)

Address of property under consideration: _____

Date of Public Hearing: _____

I, as a property owner of property within 100 feet of the area under consideration, have been informed of and hereby **APPROVE** of the request.

SIGNATURE

NAME (print)

STREET ADDRESS

I, as a property owner of property within 100 feet of the area under consideration, have been informed of and hereby **OBJECT** to this request.

SIGNATURE

NAME (print)

STREET ADDRESS

* Please return this form to the planning department at 360 Main St *before* the date of the hearing.



Notice of Public Hearing (Exhibit B)

Notice of Public Hearing

Notice is hereby given that the City of Delta Planning Commission will hold a public hearing on _____, _____, at _____ p.m. in the City Council Chambers, 360 Main St, to consider a request for _____ as follows:

Published in the Delta County Independent on _____, _____.

*Applicant is responsible for payment of publication costs.

****ATTACH PROOF OF PUBLICATION FROM THE DELTA COUNTY INDEPENDENT.**



Examples of Legal Notices

Legal Notice

Notice of Public Hearing

Notice is hereby given that the City of Delta Planning Commission will hold a public hearing on June 5, 1999 at 6:30 p.m. in the City Council Chambers, 360 Main St, to consider a request for a Conditional Use as follows: 1220 Blair St as a daycare center serving up to 15 children.

Published in the Delta County Independent on May 15, 1999.

Legal Notice

Notice of Public Hearing

Notice is hereby given that the City of Delta Planning Commission will hold a public hearing on June 5, 1999, at 6:30 p.m. in the City Council Chambers, 360 Main St. to consider a request for a Change in Non-Conforming Use as follows: To construct a two car garage at 4110 Main Street.*

Published in the Delta County Independent on May 15, 1999.

***PLEASE NOTE:** A brief description of the action being requested for the property in question along with the address of the property is required to be included in the Notice of Public Hearing. If there is no address available, then a relationship to either a street, other property with an address, or other known landmarks must be used to identify the property location.

****THE LEGAL DESCRIPTION OF THE PROPERTY IS NOT SUFFICIENT!**



CERTIFICATION OF NOTICE TO PROPERTY OWNERS (Exhibit C)

I, _____, applicant, hereby certify that I personally mailed or hand delivered to the required property owners notice of public hearing before the City of Delta Planning Commission regarding the request. Notices were mailed or hand delivered on the _____ day of _____, _____.

Applicant's Signature

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CERTIFICATION OF SIGN POSTING

I, _____, applicant, hereby certify that I personally posted notice of public hearing before the City of Delta Planning Commission on the property under consideration on the _____ day of _____, _____.

Applicant's Signature



VICINITY MAP (Exhibit D)

Submit or attach a vicinity map showing the area in question, its location, the principal use of all properties within 100 feet of such land, and (for zoning changes) current zoning districts.

SITE PLAN (Exhibit E)

Please submit or attach a drawing of the proposed site plan to scale, floor plan(s) or addition (whichever is applicable), show all existing and proposed structures, setbacks, property boundaries and adjoining zones and uses. Please submit a sketch of the proposed parking plan for the proposed use, if applicable. Additional information may be required.

NARRATIVE (Exhibit F)

Please provide a detailed narrative of how the application meets the criteria for approval.